



The Essential Training Course for Managers

Gain the tools and techniques to develop great management skills

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You may have been a manager for many years but have just felt your way through it, had no formal training and would like to know if you're doing it right. Equally you may be new to management and want to do things effectively from the start.

This workshop will take you through the role of the manager and give you all the vital tools and techniques you will need to make your management journey smooth and ultimately help you to get the best from your team. It's packed with tools, examples and exercises so you can practice and take your new skills back to the workplace and use them immediately.

Benefits

- Be able to manage with confidence
- Gain respect & build strong relationships with your team
- Maximise performance of individuals

Content

- Understanding the responsibilities of a manager—A 20-point checklist
- Understanding the different personalities in your team—The DISC Model
- How to flex your management style to suit different individuals
- The dynamics of a team and what to be aware of—The “Orming” Model
- How to build rapport and trust with your team—the 3T's structure
- Understanding motivation and what makes people tick
- How to conduct appraisals
- How to set SMART goals for individuals
- Conducting 121s using the PPP system
- How to give effective feedback—both constructive and praise

- Dealing with conflict
- Effective delegation—the 5 levels and 7 Golden Rules
- How to get people wanting to do tasks
- Coaching skills to develop and empower individuals—The GROW model

Target

This workshop is suitable for anyone who is a Manager

Length

This is a three-day workshop

Location

London

Next Public Workshop Dates:

28th, 29th & 30th June 2016

13th, 14th & 15th September 2016

Price

£1,395 + VAT per delegate

15 % discount / £1,186 + VAT per delegate if two or more places booked